



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

August 3, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#19 AUGUST 3, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS AND FIRE DEPARTMENT:
FIRE STATION 69 SEPTIC SYSTEM REPLACEMENT PROJECT
UNINCORPORATED AREA OF TOPANGA
CATEGORICAL EXEMPTION – ESTABLISH CAPITAL PROJECT
APPROVE TOTAL PROJECT BUDGET – APPROVE
APPROPRIATION ADJUSTMENT – AWARD AGREEMENT
SPECS. 6871; CAPITAL PROJECT NO. 88942
(THIRD DISTRICT) (3 VOTES)**

SUBJECT

This action will allow the Department of Public Works (Public Works) to complete construction documents and obtain jurisdictional approvals for a new septic system at Fire Station 69.

JOINT RECOMMENDATION WITH THE FIRE CHIEF THAT YOUR BOARD, ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION DISTRICT:

1. Find the Fire Station 69 Septic System Replacement Project categorically exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the project.
2. Establish Capital Project No. 88942 for the Fire Station 69 Septic System Replacement Project.

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only*

3. Approve the \$941,000 total project budget for the Fire Station 69 Septic System Replacement Project, Capital Project No. 88942.
4. Approve the appropriation adjustment to transfer \$180,000 from the Fire District's Capital Project Outlay Fund, Services and Supplies appropriation, to Capital Project No. 88942 to fund design and jurisdictional approvals for the Fire Station 69 Septic System Replacement Project.
5. Award and authorize the Director of Public Works or her designee to execute an agreement with Osborn Architects to provide architect/engineer design and construction administration services for the project for a \$92,000 not-to-exceed fee to be funded by Capital Project No. 88942 and to award and execute amendments and supplements related to this agreement within the same authority and limits as delegated to the Director of Public Works by your Board for County projects.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find that the project is exempt from the California Environmental Quality Act (CEQA) and authorize Public Works to design a new septic system to replace the existing failing system at Fire Station 69 located at 401 South Topanga Canyon Boulevard in an unincorporated area of Topanga.

The existing onsite septic system at Fire Station 69 has deteriorated to the point that it is not capable of handling the current wastewater loads produced by the station. As a result, the system requires increased maintenance and routine pumping of the septic tanks. On March 4, 2010, Public Works procured a feasibility study from GEOCON West, Inc., through a Board-approved, as-needed consultant services agreement. The report determined that the repair of the existing septic system was not feasible and/or cost effective and recommends a new septic system be designed and installed.

The proposed new septic system will consist of a 1,500-gallon main processing tank (same capacity as the existing tank), filter pods, a distribution box, and three seepage pits. The system will also include three additional seepage pits for future use, should the three new seepage pits fail, which is a requirement of the Department of Public Health (DPH).

Osborn Architects (Osborn) was selected by the County through a competitive process to provide architect/engineer (A/E) design services for various Fire District projects. Osborn submitted a proposal to design services for the project for a \$92,000 not-to-exceed fee.

Following completion of the construction documents and jurisdictional approvals, we will return to your Board to adopt plans and specifications and advertise for bids to construct the project.

Sustainable Design Program

The project supports your Board's Sustainable Design Program by implementing a new sewage treatment system that will result in cleaner effluent released into the soil, thus improving the quality of the groundwater.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1), by providing an environmentally sound facility. In addition, this project is an investment in public infrastructure.

FISCAL IMPACT/FINANCING

The recommended agreement with Osborn is for a \$92,000 not-to-exceed fee. Following your Board's approval of the enclosed appropriation adjustment (Attachment B), sufficient funding will be available in Capital Project No. 88942 to complete the design of the new septic system at Fire Station 69. There is no impact to net County cost.

The total proposed project cost for the Fire Station 69 Septic System Replacement Project is currently estimated at \$941,000, including plans and specifications, plan check, construction, change orders, consultant services, miscellaneous expenditures, and County services. This project will be fully funded in the 2010-2011 Supplemental Budget with fund balance from the Fire Department Accumulated Capital Outlay Fund.

The proposed Project Schedule and Budget Summary are included in Attachment A.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract contains terms and conditions supporting your Board's ordinances and policies, including but not limited to: County Code Chapter 2.200, Child Support

Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence and General Relief Opportunities (GAIN/GROW); Board Policy 5.060, Reporting of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

Per your Board's Civic Art Policy adopted on December 7, 2004, the project cost does not include an allocation for the Civic Art Fund because the hard costs are estimated to be less than \$500,000.

ENVIRONMENTAL DOCUMENTATION

The proposed Fire Station 69 Septic System Replacement Project is categorically exempt from the provisions of CEQA. The project authorizes the replacement of an existing septic system where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced and, therefore, is within a class of projects that has been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15302 of the State CEQA Guidelines and Class 2 of the County of Los Angeles Environmental Document Procedures and Guidelines, Appendix G. In addition, there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

Upon your Board's approval of the project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

A standard agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

On March 29, 2007, the Architectural Evaluation Board (AEB) recommended 15 firms to be considered for performing the professional design services for various Fire District projects. On May 1, 2007, Public Works issued a Request for Proposals to the firms. On June 13, 2007, six firms submitted proposals for evaluation. The proposals were

evaluated by a panel of members from the Chief Executive Office, the Fire District, and Public Works, based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of work requirements. These evaluations were completed without regard to race, creed, color, or gender. Based on the review and evaluation of the proposals, Osborn was found to be one of four firms best qualified to perform these services.

On February 3, 1998, your Board requested that contract opportunities be listed on the Doing Business with Us website. However, this contract opportunity was not listed on the website because the AEB evaluation process was used. This process was established by your Board to ensure that firms are selected on an equitable and impartial basis to provide design and consultant services. Public Works uses the Doing Business with Us website to offer general consultant opportunities, and the AEB supplements its business listing of architectural firms from the website information.

Osborn's Community Business Enterprises participation data (10 percent) and three-year contracting history with the County are on file with Public Works.

The contract requires the contractor to pay its employees applicable prevailing wages in accordance with the California Labor Code.

IMPACT ON CURRENT SERVICES OR PROJECTS

There will be no negative impact on current County services or projects during the performance of the recommended services.


The Honorable Board of Supervisors
August 3, 2010
Page 6

CONCLUSION

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division; Fire District; Department of Public Works, Project Management Division II; and the Arts Commission.

Respectfully submitted,


WILLIAM T FUJIOKA
Chief Executive Officer


P. MICHAEL FREEMAN
Fire Chief

WTF:GF:PMF
SK:DJT:CY:zu

Attachments

c: Executive Office, Board of Supervisors
Arts Commission
Auditor-Controller
County Counsel
Fire District
Office of Affirmative Action Compliance
Public Works

August 3, 2010

ATTACHMENT A

**DEPARTMENT OF PUBLIC WORKS AND FIRE DEPARTMENT:
FIRE STATION 69 SEPTIC SYSTEM REPLACEMENT PROJECT
UNINCORPORATED AREA OF TOPANGA
CATEGORICAL EXEMPTION – ESTABLISH CAPITAL PROJECT
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(THIRD DISTRICT) (3 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Project Needs Assessment	Completed
Project Feasibility	Completed
Design Construction Documents Jurisdictional Approvals	02/01/11 05/18/11
Construction Bid and Award	08/15/11
Construction Substantial Completion Project Acceptance	04/16/12 06/13/12

II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Land Acquisition	\$ 0
Construction	
Low Bid Contract	\$ 360,000
Bid Contingency	\$ 0
Change Orders (15 percent)	\$ 54,000
Demolition (JOC)	\$ 0
Offsite Construction	\$ 0
Equipment	\$ 0
Construction Consultants	\$ 0
Miscellaneous Expense	\$ 0
Telecomm Equipment – Affixed to Building	\$ 0
Civic Arts	\$ 0
Subtotal	\$ 414,000
Programming/Development	\$ 0
Plans and Specifications	\$ 92,000
Consultant Services	
Deputy Inspection	\$ 10,000
Site Planning	\$ 0
Hazardous Materials	\$ 80,000
Geotech/Soils Test	\$ 0
Material Testing	\$ 10,000
Cost Estimating	\$ 0
Topographic Surveys	\$ 0
Construction Management	\$ 0
Construction Administration	\$ 0
Environmental	\$ 0
Move Management	\$ 0
Equipment Planning	\$ 0
Legal	\$ 0
Scheduling	\$ 0
Contract/Change Order	\$ 0
Other	\$ 0
Subtotal	\$ 100,000
Miscellaneous Expenditures	
Printing	\$ 1,000
Furniture, Fixtures, and Equipment	\$ 0
Subtotal	\$ 1,000

II. PROJECT BUDGET SUMMARY (continued)

Budget Category	Project Budget
Jurisdictional Review/Plan Check/Permit	\$ 13,000
County Services	
Code Compliance and Quality Control Inspections	\$ 45,000
Design Review	\$ 0
Design Services	\$ 0
Contract Administration	\$ 14,500
AED Support Services	\$ 0
Project Management	\$ 225,500
Project Management Support Services	\$ 0
Secretarial	\$ 9,500
Document Control	\$ 9,500
ISD Job Order Contract Management	\$ 0
DPW Job Order Contract Management	\$ 0
ISD ITS Communications	\$ 0
Project Security	\$ 0
Project Technical Support	\$ 13,000
Consultant Contract Recovery	\$ 1,000
Office of Affirmative Action	\$ 3,000
County Counsel	\$ 0
Other	\$ 0
Sheriff Job Order Contract Management	\$ 0
Design Services	\$ 0
Subtotal	\$ 321,000
Total	\$ 941,000

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S .
NO. 390-1

DEPARTMENT OF FIRE

August 3, 2010

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2010-11
3 - VOTE

SOURCES

Fire Department
Consolidated FPD-ACO
J13-FR-50099-2000
Services & Supplies - \$180,000
DECREASE APPROPRIATION

USES

Fire Department
X Consolidated FPD-ACO
Fire Station 69 Septic System Replacement
J13-CP-65033-88942-6014
Fixed Assets - B&I - \$180,000
INCREASE APPROPRIATION

SOURCES TOTAL: \$ 180,000

USES TOTAL: \$ 180,000

JUSTIFICATION: THIS APPROPRIATION ADJUSTMENT IS NECESSARY TO PROVIDE FUNDING TO PROCEED WITH THE FIRE STATION 69 SEPTIC SYSTEM REPLACEMENT PROJECT.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

AUTHORIZED SIGNATURE:

LES SEIDMAN, ASSISTANT CHIEF
FINANCIAL MANAGEMENT DIVISION

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

19 AUG 3 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR---

☐ ACTION
☒ RECOMMENDATION

☒ APPROVED AS REQUESTED
☐ APPROVED AS REVISED

AUDITOR-CONTROLLER

BY

Karen Shikuma
July 9 2010

CHIEF EXECUTIVE OFFICER

BY

Jim Salento
July 19 2010

B.A. NO. 006